

Beginning Camtasia Studio 4

I. What is Camtasia?

Camtasia is a program that captures the activity on your computer screen, and then saves that activity as a video file that can be placed on the internet, a CD-ROM, or even onto video tape. With Camtasia, you can do things like...

- Add narration to a new or existing PowerPoint presentation.
- Give a tour of a website
- Demonstrate an application
- Walk step-by-step through a complex mathematical calculation

Basically, anything you can do on your computer screen can be captured and saved as a video file, which can then be used distributed in any way you wish!

NOTE: If you want to add your voice to your videos, make sure you have a functioning microphone that is properly connected to your sound card.

II. Camtasia Benefits

Because of the unique nature of Camtasia, some of the benefits include...

- Once you record your screen activity, you can save it in several different formats that utilize free plug-ins available on the internet
- Your students get to hear your voice as you perform the activity, therefore adding another dimension to otherwise static or bland subject matter.
- You get to impart the personal anecdotes and information that you normally do in class, so students get the benefit of hearing things they would otherwise miss if you simply provided reading material on the subject.
- Students can watch the video as many times as they please until they grasp the concept, instead of 'not getting it' later and simply missing out on learning opportunities.

III. Camtasia Studio Components

- Recorder – records the activity on the screen, using the options you choose
- Audio Editor – allows you to edit the audio of the recordings that you make
- Theater – Allows you to create a DVD-like navigation menu, which you can then publish on the web, by using Flash animation (SWF) files that you create with Camtasia Studio. It can also be burned to a CD-ROM if desired.
- Menu Maker – Takes the video and/or audio that you select and create an interface with a menu that you can then burn to a CD-ROM and distribute.
- Player – used by Camtasia to play back the videos that you create so you can view them prior to manipulating and editing your videos.

IV. Recorder

Program Options:

From the recorder main window, go to Tools/Options to view and change the options for the program.

- The program defaults to recording at 5 frames/sec. To change that, click the dot next to 'Manual' and choose the options you want.
- To change which keys are used as your 'Record' and 'Stop' buttons, click on the Hotkeys tab.
- To change any additional settings, click the other tabs across the top.

Effects Options:

You can choose to use several different effects while you are recording your videos. Go to Effects/Options to view and change the effects options.

- You can add a highlight around the cursor so people can easily follow the cursor movement on the screen.
- You can add sounds for keyboard strokes and mouse clicks.
- You can add watermarks and text annotations to the video.
- To choose any additional effects, click the other tabs across the top.

Toolbars:

To view the various toolbars available, click the View menu and select the toolbar you want to view...**Annotation, Audio, Cursor, Pan & Zoom, and Camera**

Making a recording:

When you are ready to record your screen activity, you can choose between recording the entire screen, a fixed region (e.g., 640x480), a custom region size of your choosing, or a window.

Follow these steps to make your recording:

1. Choose the input option you want. To set this option, click the Capture menu, then choose which one you want.
2. Put a checkmark next to "Record Audio" if you want to also record your voice.
3. Set any cursor, watermark, annotation, and keyboard/mouse click sound options you want (using instructions above, in previous sections).
4. Click the round red record button to begin recording (or press the begin recording hotkey – default: F9). Any activity inside the green flashing bars will be recorded.
5. When you are ready to stop recording, press the stop hotkey (default: F10)

Recorder – Zoom & AutoPan:

The Zoom and Pan features of Recorder can draw the viewer's attention toward a certain section of the screen, or will allow them to follow you around the screen as your mouse moves. Be aware, however, that using Zoom or Pan will increase the size of your movie compared to not using these features.

Before you start using Zoom or Pan, set your options:

- Go to the Effects/Options screen, then click on the Zoom tab, then set the options you want to use.
- Go to the Tools/Options screen, then click on Hotkeys, then click the Advanced tab.
- Set the AutoPan hotkey to F11 (suggested)
- Set the ZoomIn hotkey to F7 (suggested)
- Set the ZoomOut hotkey to F8 (suggested)
- Go to the View menu and put a checkmark next to Zoom & Pan toolbar

Using AutoPan:

- Click the AutoPan button on the Zoom & Pan Toolbar
- When you start recording, the recording area will move around the screen, following your mouse movements.

Special Note:

When using AutoPan, the recording area will even follow you around the screen if you move your mouse back to the Recorder main window to click on any buttons or menus, so turn AutoPan off using the AutoPan hotkey when you want to do that.

Using Zoom:

- Begin your recording.
- When you want to Zoom, either use the ZoomIn and ZoomOut hotkeys, or click the ZoomIn or ZoomOut buttons on the Recorder main window.
- If you want to Zoom back to the original (100%) view, then click the ZoomTo button on the Recorder main window.

Using the Screendraw tool:

During your recording you can use the Screendraw tool to make drawing notations on whatever you are recording. To activate the Screendraw tool, simply press the button on the Annotation toolbar that looks like a pencil. Pressing the button again will turn it off.

V. Camtasia Main Screen

The main screen is what you use when you are ready to take the video that you created with Recorder and turn it into clips that you can use on the internet, a CD, etc.

- Click on “Import Media” in the upper left corner, then locate your recorded clips (the files should have **.camrec** on the end of them)
- Drag the desired clip down to the bottom and drop it on the timeline
- Click on the Produce Movie button at the top.
- To customize what type of file you want to create, put a dot next to “Custom Production Settings”.
- Click the “Next” button and choose your desired options, and continue clicking “Next” until you have made all your choices.

VI. Adding your voice to your PowerPoint presentations

You can very easily add your voice to PowerPoint presentations by using the Camtasia toolbar in the PowerPoint program.

NOTE: make sure your microphone is plugged in and functioning properly first

- Open a presentation
- Locate the Camtasia toolbar, which has a button labeled “Record”, with a round red dot on it.
- Click that button to launch your presentation
- Click the button in the lower right corner of the screen that says “Click to begin recording”
- Now go through your presentation as you normally would, adding your comments to each slide.
- At the end of your presentation, hit the ESC key, and then answer the prompts that allow you to save the recording to your harddrive.
- You can then load your recording into the Camtasia main window to edit it and/or produce the recording into your desired format.